

Program Director Letter of Fellow Support for the USSONAR Fundamentals of Musculoskeletal Ultrasound Course

I am the program director for _____ (Name of Fellowship Program).

I allow _____ (Name of Fellow), a current rheumatology fellow at our program to participate in the USSONAR musculoskeletal ultrasound training program from September 21st, 2026 through June 13th, 2027. (Please initial each box below then sign at the bottom)

____ I understand that participation in the USSONAR Fundamentals in Musculoskeletal Ultrasound program as a Fellow is limited to participants who are actively enrolled in a fellowship program based in North America (United States, Canada, or Mexico). North American residents who are not currently enrolled in a fellowship program should instead complete the Non-Fellow Letter of Agreement. USSONAR's Fundamentals program is highly competitive, and we are not currently able to accept participants from outside North America. International participants are welcome to join USSONAR as members, which provides access to valuable educational resources and discounted rates on other USSONAR programming and events.

____ I understand that participation in the USSONAR program requires that the fellow participant have access to ultrasound equipment which can export images for editing and web-based submission during the time they see patients.

____ I understand that participation in the USSONAR program requires that the (1) fellow spend 3 hours per week on ultrasound related activities, (2) attend a hands-on ultrasound workshop in February 2027 and watch pre-recorded lectures before the event, and (3) attend the virtual ultrasound final exam in May 2027.

____ I understand that the registration fee for the program is \$550 and that this fee covers access to the USSONAR website teaching materials for 8 months, 1 year of USSONAR membership, and the ultrasound study submission and feedback during the months of September-October, 2026– **it does NOT guarantee continued active access to participation (study submission, workshop and final examination) through the rest of the program. Not making the final cut to continue on in the program does not make me eligible for a refund.** Access to course materials will not be given prior to fee payment.

____ I understand that after September 21st the fellows who have submitted 16 HIPPA compliant studies and received the highest scores on a written quiz will continue to have full access to the program. Fellows not admitted to the full course will continue to have access to the teaching materials.

____ I understand that in order to maintain access to the USSONAR website teaching materials, fellows need to notify USSONAR of any updates to their email address. Fellowship program email addresses need to be replaced with an alternative especially when fellows graduate from their fellowship program during the course of 2 years.

____ I understand that the \$550 registration fee is non-refundable after the fellow obtains access to the teaching materials through the USSONAR website, regardless of whether they are admitted into the full program after the month of October.

____ I understand that the hands-on workshop will include live scanning of immunosuppressed patients in Tampa, Florida on **February 26-28, 2027**, as well as internet-based pre-recorded lectures/articles, which participants should access before the live workshop. In order to participate in the workshop, the fellows will need to agree to wear surgical masks at all times during the scanning sessions.

____ I understand that in the case of unexpected developments including those related to the COVID-19 pandemic or other travel concerns, in order to ensure the safety of all participants, faculty, staff and potential patient models, USSONAR reserves the right to cancel the workshop and replace it with a virtual scanning workshop using teleguidance technology.

____ I understand that there is a **separate registration fee for the hands-on workshop of \$2,200**. There will be limited number of scholarships available based on competitive fellow participation in the program during the months of November through January. For fellows who are awarded scholarships, depending on available funds the registration fee will be wholly or partially reimbursed. Travel and hotel costs will need to be covered by the fellow participant or their fellowship program in all cases.

____ I acknowledge that a hotel reservation booking link will be distributed to each participant of the USSONAR Fundamentals Hands-On Musculoskeletal Ultrasound Course. Hotel reservations can be made through a link to be provided to full course participants available on a first come first serve basis. The expected room rate is \$269.00 plus taxes per night and are not included in the workshop registration fee. Airfare will be booked and purchased by the participant. Ground transportation to and from the airport will be the responsibility of the participants.

____ I understand that the final exam will be virtual, using teleguidance technology. I understand I need to have a healthy volunteer, who is not participating in the program, to scan in order to complete the exam. The participant will be using a Butterfly Ultrasound Transducer for the final examination and if they do not have access at their institution, one will be provided by the program. I also understand that due to regulations surrounding transportation of medical devices across international borders, **USSONAR is not able to provide those participating from outside the United States with a Butterfly transducer. If I am participating from an international location, I will need to procure my own access to a Butterfly ultrasound transducer and compatible iOS device to access the teleguidance technology for the final examination.** I understand that Android devices are not compatible with the teleguidance feature, and neither are all iOS devices. I understand it is the participants responsibility to ensure that their iOS device is included on the list of teleguidance compatible devices which can be found [here](#). An opportunity to test the teleguidance feature will be available in the weeks prior to the exam date.

____ I understand that the minimum number of 50 (but not more than 58) complete (as defined in the course materials) ultrasound scans must be submitted for the following joint regions as part of the 50 total scans:

- Fingers – 5 scans each containing 7 required images
- Wrists – 5 scans each containing 9 required images
- Elbows – 5 scans each containing 7 required images
- Hips – 5 scans each containing 4 required images
- Knees – 5 scans each containing 8 required images
- Toes – 5 scans each containing 5 required images
- Shoulder – 7 scans each containing 9 required images
- Ankle – 8 scans each containing 11 required images
- Ultrasound guided injections with direct needle visualization in the long axis – 5 scans each containing the 3 required views, including one image clearly depicting the needle within the visualized target tissue.

____ I understand scans should be completed according to the timeline outlined in the course syllabus. Failure to complete scans in a timely manner may result in being ineligible for course completion and may also result in being called out in front of my peers.

____ I understand the requirements of this course, including the in-person midyear hands on course and final exams, are outside of the scope of my work as a fellow/attending. I acknowledge the dates of these events (Mid-year course **Feb 26 - Feb 28, 2027**; Written Exam **May 1, 22, 2027**, Hands-on exam **May 2,15,16, June 5, and 6, 2027**) and affirm my ability to attend and participate on these scheduled dates.

____ I understand rescheduling the exam more than two weeks after the schedule has been initially finalized and sent will result in a **\$200.00 administrative fee** to cover cost associated with the change.

____ I understand if an accepted participant cannot complete the course for documented medical reasons, they must notify the program director as soon as possible. Due to the competitive nature of the program, a position in the next program cycle is not guaranteed.

____ I understand if a participant fails to meet the requirements of the course and does not complete the training program, a refund will not be granted. The participant may apply for the next cycle but will have to pay the course fee again.

____ I understand that it is the fellows responsibility to ensure that they have completed all Canvas course modules and have submitted at least 40 scans by February 15th in order to be eligible to attend the required USSONAR Fundamentals Hands-on Musculoskeletal Ultrasound Course.

____ I understand that additional details about the USSONAR program can be found at www.ussonar.org, via the USSONAR Canvas course and via periodic emails from USSONAR and Suwannee River AHEC which is providing administrative support for this program.

 Fellow Signature Date

 Program Director Signature Date

 Program Director Printed Name and Title